

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR III -  
Restitution and Fees Oversight

SALARY GROUP: B19

DEPARTMENT: Parole Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Stuart Jenkins DATE: 09/23/2014

POSITION #: 051270

**I. JOB SUMMARY**

Performs complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing budget requests; coordinating program activities; and assigning and supervising the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Plans, implements, coordinates, monitors, and evaluates the Restitution, Fees, and Referrals program; and develops and recommends program guidelines, policies, procedures, rules, and regulations.
  - B. Conducts special investigations, program analyses, and internal research; ensures compliance with restitution, fees, and program referral policies and procedures and state and federal laws; researches and provides information on restitution, fees, and program referral; and researches and applies for grants.
  - C. Prepares and oversees the preparation of training and operational manuals; edits and prepares administrative reports, studies, and special publications; investigates, evaluates, and prepares board transmittals and information for cases; evaluates and processes cases to ensure restitution, fees, and program referral requirements are achieved; and compiles and analyzes statistical data and reports.
  - D. Consults with agency staff regarding legislation and legal proceedings; provides liaison with agency staff, other departments, and organizations; and provides technical assistance to others.
  - E. Assigns and supervises the work of others.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, a Behavioral Science, Counseling, Education, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning parole process, parole officer, case processing, case management, probation officer, community supervision, or parole administration experience to include two years in the supervision of employees.
3. Parole officer experience preferred.

Applicants must meet the Texas Law Enforcement Telecommunications System (TLETS) access eligibility criteria as contained in the FBI Criminal Justice Information Systems Security Policy.

Must maintain TLETS access eligibility for continued employment in position.

For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

**B. Knowledge and Skills**

1. Knowledge of the methods, practices, and procedures of restitutions, fees, and referrals program.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to develop effective proposals or applications for funds and resources.
5. Skill to develop and evaluate program activities and operational policies, procedures, priorities, and standards.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill to communicate ideas and instructions clearly and concisely.

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8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill in problem-solving techniques.
10. Skill in public address.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill to review technical and statistical data and prepare technical reports.
13. Skill to develop and conduct training and in-service programs.
14. Skill to assign and supervise employees.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.